

CIVILIAN PERSONNEL NEWSLETTER

Volume 1, Issue 3

April 2011

Goodfellow AFB, Texas

From the Civilian Personnel Officer

Welcome to another issue of our Civilian Personnel Newsletter. Included in this issue are several interesting articles which I hope you will find informative and beneficial.

We had the furlough scare earlier this month—that was fun!! Hopefully, we're past that and will be okay until next year! Locally, we are experiencing some funding shortfalls and had to let go of some highly valued employees. Hopefully, the new fiscal year will be better and we'll be able to again consider overhire positions. Federal budget constraints are still in place which means the pay freeze is still in effect at least through 2012.

There is talk this may be extended but nothing definite yet. There are rumors flying about possible cuts in civilian positions; again nothing definite on this yet. Even though there is nothing definite yet about a possible reduction-in-force, I encourage you to make sure your personnel records are in order. It is always a good idea to check your records occasionally to ensure everything is correct. Items to verify would include vet preference, SCD, experience, education, and training. Please see article in this issue for information on updating your records.

Velma G. Elizardo
Civilian Personnel Officer



As always, you are encouraged to submit your comments and topics for future newsletters.

OPM Leave Fact Sheets

The Office of Personnel Management (OPM) has posted eight revised fact sheets on their website:

- Sick Leave (General Information)
- Sick Leave for Personal Medical Needs
- Sick Leave for Family Care or Bereavement Purposes
- Sick Leave to Care for a Family Member with a Serious Health Condition
- Sick Leave for Adoption
- Emergency Leave Transfer Program
- Voluntary Leave Bank Program
- Voluntary Leave Transfer Program

They have also posted three new fact sheets:

- Advanced Sick Leave
- Definitions Related to Family Member and Immediate Relative
- Leave for Funerals and Bereavement

All of the fact sheets can be found in OPM's leave fact sheet index at <http://www.opm.gov/oca/leave/HTML/factindx.asp>

- ✓ OPM is pleased to announce the posting of revised and new Leave Fact Sheets on their website. Good information to answer all your leave-related questions.

Probationary and Trial Periods

The Office of Personnel Management regards the probationary period as a final step in the examining process. It provides the final test, that of actual performance on the job, which no preliminary testing methods can approach in validity. During the probationary period, the employee's conduct and performance in the actual duties of his/her position are observed and evaluated. For employees new to civil service if their performance and/or

conduct are not acceptable, they may be separated from the civil service without appeal rights.

In many cases, new supervisors or managers also serve a 1 year probationary period. If a supervisor/manager who is serving a probationary period fails to perform acceptably or if his/her conduct is not acceptable, they may be re-assigned or returned to a non-supervisory/non-managerial position.

Competitive Service, i.e., GS and WG (also included are WL and WS) positions have a 1 year probationary period which may not be extended. Excepted Service positions (such as DCIPS) have a 2 year trial period.

If you have any questions concerning probationary and/or trial periods, please contact Mr. Walter A. Dickerson, Employee/Labor Relations Specialist, 654-3327.

Submitting Address Changes

- For Personnel, payroll & Thrift Savings Plan Systems:
 - Either go to the secure DFAS "myPay" website at <https://mypay.dfas.mil/mypay.aspx> or
 - Submit a change of address at finance.
- For Flexible Spending Accounts (FSA), Long Term Care (TLC) Insurance and Federal Employees Dental and Vision Insurance Program (FEDVIP):
 - Visit the Web site where you enrolled to update your account information.
- For Federal Employees Health Benefits (FEHB):
 - Call your FEHB plan and provide your new address. The phone number of your health plan is on the back of your enrollment card.
- For My BIZ:
 - To update (or enter) your e-mail address, log into your My BIZ account, select "Update My Information" and enter your work e-mail address in the space provided.

eRetirement Launches in EBIS

The Air Force Personnel Center Benefits and Entitlements Service Team (BEST) has launched an eRetirement module in the Employee Benefits Information System (EBIS) web application. eRetirement is a web based tool that will help you prepare, finalize, and submit your application for retirement.

eRetirement is user friendly and will help eliminate the worry and guesswork often associated with completing a retirement application. The application will auto populate your personal information and prompt you to complete other required information such as military service and marital status. It also provides a "help" function in case you have questions about a particular section. You may use eRetirement to accomplish optional (includes MRA+10), voluntary early retirement (VERA), mandatory, and discontinued service retirement (DSR) applications. Due to complexity and multiple supporting documents required, users are unable to use eRetirement to apply for Disability Retirement.

To access eRetirement, log in to EBIS either through the Air Force Portal or through AFPC Secure. For de-

tailed instructions on how to access EBIS go to the AFPC website at <https://gum-crm.csd.disa.mil/app/home>, and do a keyword search for 4872. Once logged into EBIS, select eRetirement from the tool bar or application menu. If you are eligible for retirement within the next 360 days, the eRetirement main page will display sections of the application specific to your retirement system. If you do not meet the age and service requirements for retirement within the next 360 days, EBIS will not allow you to enter the eRetirement module to complete an application.

After you have completed all sections of the module and submit, you will be able to review your retirement application and applicable forms. This page will also display a list of additional forms that may be required such as marriage certificate and divorce decree in order to complete your retirement application. This page includes the address to submit your application.

If you have questions regarding retirements, retirement planning, or eRetirements contact the [Total Force Service Center—San Antonio \(TFSC-SA\)](#) at 800-525-0102.

Civilian Career Tips Focus of Upcoming Webcasts

Article courtesy of Air Force Personnel, Services and Manpower Public Affairs, Debbie Gildea

Civilian Airmen will learn how to plan for their next job, how education affects their careers, and more during webcasts tailored for specific grade-groups in May and June.

Hosted by the Air Force Personnel Center civilian force integration directorate, the webcasts support Air Force commitment to developing Airmen, said Loretta Brown, leadership development program office chief.

"The Air Force deliberately develops all Airmen to ensure they are able to fully contribute to the mission, and achieve their own career goals," Ms. Brown said. "These webcasts will help civilian Airmen understand their growth options and enable them to plan their careers."

Civilian institutional development programs exist at every leadership level in a "continuum of learning" created in 2009 to ensure civilians have opportunities to achieve necessary proficiency levels. In sup-

port of that continuum, the webcasts will focus specifically on what people in three grade groups need to know.

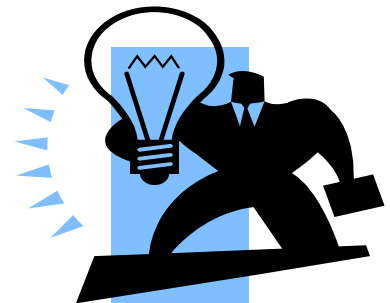
May 12 webcasts will be tailored to GS-14 and GS-15 employees. May 26 information will be for GS-12 and GS-13 employees, and June 21 webcasts will be for GS-7 through GS-11 Airmen. Supervisors are also encouraged to listen in so that they are able to assist and support their employees' development plans. Subject matter experts will be online to provide real-time answers to questions during the 9 a.m. and 5 p.m. central time webcasts.

To join the webcast, go to <https://connect.dco.dod.mil/dpi>. Those registered with the Defense Connect Online tool will use their user names and passwords to log in, but participants can log in as guests as well. Login will be available 30 minutes prior to the webcast, and those who login as guests must provide their names

and bases to be invited to the session.

Some computers may not run the program, which requires Adobe® Flash Player 8. To ensure they have access, those who plan to participate should test their configuration at https://connect.dco.dod.mil/common/help/en/support/meeting_test.htm.

For more information about civilian education and development opportunities or other personnel issues, visit the Air Force personnel services website at <https://gum-crm.csd.disa.mil/app/home>, or call the Total Force Service Center at 800-525-0102 or DSN 665-5000.



Federal Long Term Care Open Season

The Federal Long Term Care Insurance Program (FLTCIP) Open Season runs from 4 April through 24 Jun 2011 and is the first abbreviated underwriting opportunity for new, non-enrolled applicants since 2002.

Abbreviated underwriting is available for actively at work, Federal appropriated fund employees and their spouses/same sex domestic partners who are not currently enrolled in the FLTCIP. Non-enrolled annuitants and other qualified relatives can apply for coverage at any time, but must complete the full underwriting application.

Keep in mind that long term care is not recuperative care from an illness or injury, but is rather the care you would need if you can't perform activities of daily living on

your own. It can be very expensive and is generally not covered by health insurance or Medicare. With benefits for care provided at home, in the community, and in a facility, the FLTCIP can help protect you, and your income/assets, from the high cost of long term care.

The FLTCIP is underwritten by John Hancock Life and Health Insurance Company and oversight for the program is provided by the Office of Personnel Management (OPM). To learn more about the benefits of Long Term Care, visit www.LTCFEDS.com or call and speak with a certified Long Term Care Insurance counselor at 1-800-582-3337/TTY 1-800-843-3557.

**Take care of
your future
income and
assets by
planning now
for long term
health care
needs.**

Updating Your Emergency Contact Information

As a Federal employee it is vital your emergency contact information always be updated with the name of the person you would like to be contacted in the event of an emergency. In the event of an emergency involving you, it is very important your supervisor and the Civilian Personnel Office be able to contact your designee and inform them of your situation. You can make sure they have this information readily available by keeping your Emergency Contact Info up-to-date in MyBIZ.

In the past, an employee's emergency contact information was kept on file by his or her supervisor on the Air Force Form 971, Supervisor's Employee Brief. In 2002, the Air Force implemented a web-based system, the Air Force Civilian Emergency Data System (EMDS), to capture emergency contact data electronically so it would be readily available and easy to update.

On 2009, the Emergency Contact Information in the Defense Civilian Personnel Data System (DCPDS)

replaced the EMDS web application. However, any information previously entered on the AF-971 or in EMDS did not transfer to MyBIZ.

If you haven't already done so, please take a few minutes to update this vital information in MyBIZ so it will be available in case of an emergency. You are the only person who can update your emergency contact information. You should review your information at least annually to make sure it is still accurate.

To update your Emergency Contact Information, log into the DCPDS Portal at <https://compd.dcpds.cpmis.osd.mil>, using your Common Access Card (CAC). At the "Choose a digital certificate" dialog box, select the non-email certificate and click OK. You may be asked to enter your PIN. On the next screen, select "Air Force region," then click the "Continue" button on the DCPDS News page if it appears. On the next screens, select "My Biz" and then "Update My Information." After you accept the Privacy Act Statement on the next screen,

a new screen will open with tabs across the top. Click on the tab titled "Emergency Contact" and follow the instructions to enter your emergency contact information. You should include more than one phone number for each of your emergency contacts if possible.

Your Emergency Contact Information will be accessible by your supervisory chain and Civilian Personnel Office. This information will enable them to contact the person you designate if you should become a casualty, are seriously injured at work, or for any other emergency situation such as a natural disaster or national emergency.

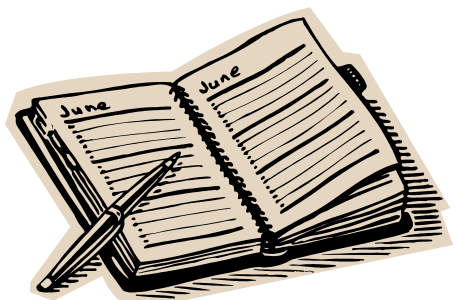
You should also make sure your spouse, other appropriate family member, or friend has the name and phone number of your immediate supervisor. If you die while away from work, your spouse or other family member should notify your supervisor who in turn would notify the CPS.

Updating Your Records

The Civilian Personnel Section (CPS) has a yearly requirement to publicize the opportunity for civilian employees to update their records. Areas that may require updating include veteran's preference, service computation date (SCD), education, training, experience, and performance appraisals. Civilian employees can obtain an electronic version of their career brief at the AFPC Secure website located at: <https://www.afpc.randolph.af.mil/AFPCSecure/MainMenu.asp>. You will need to have a CAC and Password to access this site. If you do not already have a login and password, you can establish them

online by following the directions on this website. Review the brief to determine if any changes/updates are required. Updates to vet preference, SCD and experience can be submitted to the CPS, Bldg 3303. Experience updates must be submitted on OF Form 612 to the CPS. Education and training updates can be input and self-certified in MyBiz. See January 2011 issue of the CPS Newsletter for information on My Biz/My Workplace. Contact the CPS at 654-3330 for additional information on these updates. If your performance appraisal information needs updating, please contact your servicing

Employee Relations Specialist at 654-3331 for guidance. If you decide to update your records, we encourage you to submit the required documentation to the appropriate area **by 1 July 2011** so that your records can be updated in a timely manner.



Civilian Awards Recognition Program

AFI 36-1004, *The Air Force Civilian Recognition Program*, provides a means for supervisors (or others) to recognize and reward the achievements and accomplishments of civilian employees. Supervisors are encouraged to recognize their employees when appropriate. Below is a summary of the incentive awards available:

MONETARY/TIME-OFF AWARDS		
CIVILIAN AWARD	AMOUNT	APPROVAL AUTHORITY
Special Act or Service (SASA)	Up to \$10,000	Wing Commander
	\$10,000 to \$25,000	Office of Personnel Management through the AF Incentive Awards Board
	More than \$25,000	Presidential approval required
Notable Achievement Award (NAA)	\$25 to \$500	Second-level supervisor
Individual Time-Off Award	Up to 1 duty day	Supervisor
	Up to 40 hours	Second-level supervisor

HONORARY INCENTIVE AWARDS		
CIVILIAN AWARD	MIL EQUIVALENT	APPROVAL AUTHORITY
Letter/Certificate of Appreciation	LoA	Official having knowledge of act/service
Letter/Certification of Commendation	LoC	Unit Commander
Civilian Achievement Award	AFAM	Group Commander
Exemplary Civilian Service Award	AFCM	Wing Commander
Meritorious Civilian Service Award	MSM	MAJCOM CC or CV
AF Civilian Award for Valor	Airman's Medal	SAF
Decoration for Exceptional Civilian Service	DSM	SAF
Outstanding Civilian Career Service Award	LoM	Wing Commander

POC for civilian awards program is Mr. Glenn Miller, 654-3331.

Internal vs External Applicants

There has been some confusion when individuals are trying to determine the correct eligibility when applying for vacancies. Current **permanent** employees would apply as "internal" candidates. Temporary or Term employees must apply as external candidates. If a term/temporary employee applies as an internal candidate, they will be considered ineligible and will not be referred. To receive proper consideration when applying for vacancies ensure you apply using the correct eligibility.

Internal (permanent) employees who also

have VRA edibility or can claim a 30% Service-connected Disability may also apply as external candidates using these eligibilities. Permanent employees with no other eligibility can only apply as internal candidates.

When applying for vacancies, please check the "Who May Apply" portion of the vacancy announcement; this tells you who can apply for that particular vacancy.

If you have any questions, please contact the CPS at 654-5179.



Take care to apply correctly to ensure you receive proper consideration.

Airmen Development Plan and Civilian Development

The Air Force will begin using the Airmen Development Plan (ADP) system for civilians who wish to be considered for certain developmental opportunities. Civilians can use ADP to create development plans and send them to the Air Force Personnel Center (AFPC).

ADP use by civilians and supervisors begins as each Career Field Team announces their Developmental Team (DT) vectoring calls. The application is currently available on the Air Force Personnel Services website at <https://gum.afpc.randolph.af.mil> under the "Secure Apps" link at the top right of the screen.

Civilians and supervisors can familiarize themselves with the application through tutorials, manuals, and FAQs that are available on the AFPC ADP webpage at https://gum-crm.csd.disa.mil/app/answers/detail/a_id/8987/kw/8987/r_id/100169. You may also search on keywords ADP, Airmen Development Plan, or 8987 (the knowledge article number).

ADP now provides the Air Force with one total force process for both military and civilians who wish to be considered for developmental opportunities. The Career Development Teams will also have a streamlined and simplified method

to conduct development vectoring and ranking events that involve both military and civilian members. Prior to this change there was no consistent method across Career Fields or between military and civilian members to be considered for developmental opportunities.

If you have questions regarding ADP, contact the Total Force Service Center - San Antonio (TFSC-SA) at 1-800-525-0102; select option 2, and then option 3. TFSC-SA counselors are available Sunday 3 p.m. to 11 p.m.; Monday through Thursday, 7 a.m. to 11 p.m.; and Friday 7 a.m. to 6 p.m. (Central Standard Time).

Union Representation Rights

The exclusive bargaining union for Goodfellow civilian employees, American Federation of Government Employees (AFGE) Local 1816, is to be given the opportunity to be present at any examination of an employee in the bargaining unit by a management rep-

resentative in connection with an investigation IF the employee reasonably believes the examination may result in disciplinary action against him/her AND the employee requests representation.



CPS Tidbits

Physical fitness guidelines — Civilians wishing to exercise during duty hours should be enrolled in the physical fitness program by completing required paperwork. Employees will report to work or back to work (if at the end of the day) when physical fitness period is completed. If you are working overtime then you should not be going to exercise on the same day. Physical fitness period is excused absence (timecard code LV).

59 minute rule — This is a myth. A supervisor can only excuse brief absences as outlined in AFI 36-815.

Administrative leave — Only the Wing Commander can authorize administrative leave. If you are PCSing

you can be granted time to take care of issues required when moving but this would be considered either official duty or excused absence.

Family Medical Leave Act — you can only use your sick leave when taking an eligible family member to a medical appointment or to the hospital. If you take a friend or co-worker then it is annual leave.

Recruit/Fill RPAs: Until further notice, a fill request cannot be submitted until a position is actually vacant.

If you have any questions, please contact the CPS at 654-5179.

CPS Hours of Operation

Monday - Wednesday & Friday:
0730 - 1630

Thursday: 0900 - 1630
(Staff training conducted from 0730-0900)

Customer Service: 654-5179

To contact the CPS via email with general questions or for employment information, email us at:

Goodfellowstaffing@goodfellow.af.mil

Your CPS Staff

*Velma Elizardo, Civilian Personnel Officer
Walter (Bert) Dickerson, Labor Relations Officer*

*Human Resources Specialists:
Stephanie Flynn Terri Kirk Glenn Miller Duane Thompson*

*Human Resources Assistant:
Bailey Parker*



Length of Service Certificates and Retirements for April — June 2011



Congratulations to all our civilian employees who are receiving Length of Service Certificates or are retiring this quarter. Your service and dedication are truly appreciated and an invaluable resource to the 17th Training Wing.

10 Year

June: Duane Thompson

20 Year:

*April: Diane Hoelle
Stevie Clark*

June: Marlowe Banks-Nelms

30 Year:

*April: Patricia Garza
June: Henry Knox*

Retirements:

*Melvin Coats—April
Terry Powell—April
Bennie Daricek—May*